



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
Eastern Acquisition Service Area

November 2012

To: All FAA Contractors

Subject: System for Award Management

All companies intending to do business with the Federal Aviation Administration (FAA) must register in the System for Award Management (SAM) database prior to receiving a contract award. The SAM is the Government's primary repository for contractor information required for the conduct of business.

In order to register in the SAM your company must have a Data Universal Numbering System (DUNS) number or DUNS +4 number. The DUNS number is a 9-digit number assigned by Dun and Bradstreet (D&B) to identify unique business entities. The DUNS +4 number is the 9-digit number assigned by D&B plus a 4 character suffix that may be assigned by the business concern. The 4 character suffix may be assigned at the discretion of the business concern to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

There is no charge to your company for a D&B DUNS number or the SAM registration.

If your company does not have a DUNS number, you can call D&B at 1-866-705-5711 to obtain one. Be prepared to provide the following information:

- Legal business name, doing business as, or other name by which your entity is commonly recognized
- Physical street address
- Mailing address (if different from physical street address)
- Telephone number
- Date the company was started
- Number of employees at your location
- Chief Executive Officer/Key Manager
- Line of business (industry)
- Company headquarters name and address (reporting relationship within your entity)

Once you have a DUNS number you can go to www.sam.gov to register. If you need assistance completing the SAM registration, additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.

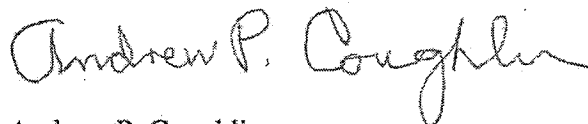
It is important that you update and renew your status in SAM, as contracts will be awarded and payments made only to vendors that are "Active". Your registration is active for one year and must be renewed annually. All you need to do to renew is click on "Register/Update Entity to make any necessary changes and then select the "Submit" button to renew your registration for one year. You must select "Submit" even if no updates were made.

All new contracts will be awarded only to companies registered in SAM, unless an authorized exemption exists. When an active contract requires a modification, the modification will include the addition of the new contract clauses requiring the contractor to register in SAM.

Please register in the SAM now so that it does not delay the award of a new contract or a modification to an existing contract

Thank you for your cooperation. If you have any questions, call the contracting officer for your individual contract.

Sincerely

A handwritten signature in cursive script that reads "Andrew P. Coughlin". The signature is written in dark ink and is positioned above the printed name and title.

Andrew P. Coughlin
Manager, Boston and New York Acquisition offices
Eastern Acquisition Group, AAQ-510